

**OUR LADY OF PERPETUAL HELP CATHOLIC SCHOOL COUNCIL MEETING**  
**Tuesday, November 21, 2017**  
**7:00 PM, School Cafeteria**

*Our Lady of Perpetual Help Catholic School builds character and shapes tomorrow's leaders by delivering academic excellence in a Catholic faith based community*

Type of Meeting: Regular Meeting

Invitees:

- A.) School Council: Steve Cicherski, Christin Corrigan, Barbara Crane, Michael Divine, Lisa Friesenhahn, John Patrick, Meg Skulteti, Michelle Theiss, Joe Valdez-not present(resigned)
- B.) Staff, etc.: Frank Burns, Claudia Ogrin, Joseph Hernandez-not present, Craig Friesenhahn, Father Eric Ritter, Father Jaime, Barbara Pulcini-not present
- C.) Guests: None

**AGENDA**

**I. CALL TO ORDER 7:17pm**

- 1.) Opening Prayer Father Eric
- 2.) School/Parish Community Input Lisa Friesenhahn
- A.) No Report

**II. NEW BUSINESS**

- 3.) Approval of Minutes Lisa Friesenhahn
- A.) October 2017 – Michelle Theiss motioned to approve minutes and Steve Cicherski seconded.
- 4.) Committee Reports
- A.) Finance Committee Lisa Friesenhahn
- a.) School total revenue is running at 51% with total expenses at 37%. School Cafeteria is running at 27% total revenue and 21% total expenses. School Athletics, PTC and School Store are running at 24% total revenue with 12% total expenses. School, Café, Athletics, PTC and School Store combined are running at 48% total revenue and 34% total expenses. CDC is currently running at 43% total revenue and 35% total expenses. Claudia will check on total vehicle expense to verify total amount.
- b.) Conference call on December 18, 2017 to begin discussions on tuition and budget for 2018/2019 school year.
- B.) Building and Grounds John Patrick
- a.) Traffic in front of the building has become more of an issue. We will look in to possibly adding safety patrol with students/staff.
- C.) Policy and Planning Barbara Crane
- a.) Need to update strategic plan and will be meeting with Mr. Burns.
- b.) Newsletter needs to have a note for the website location of the suggestion box.
- D.) Development Barbara Crane
- a.) Committee met, and the alumni meet and greet will be on Monday, January 29, 2018, which is Catholic Schools Week. Alumni Facebook page is in the works, along with marketing and grants.

b.) Working on relationships with donors such as thank you notes and meet and greet. Thank you notes will be going out for our sponsors of the new building.

E.) Technology

Steve Cicherski

- a.) Ergos bid was signed on November 6, 2017. We have a 1-year contract which started November 17, 2017. Ergos is completing many tasks.
- b.) Currently receiving an E-Rate through church via Archdiocese for our internet cost.
- c.) All equipment was sold for a total of \$180 and more excess equipment being turned in toward end of calendar year.
- d.) Webpage is complete. May need to purchase Office 2016 for CDC laptops due to compatibility issues. Cameras are working, and CDC has requested moving cameras over outside play area. Mr. Payne is working on Brain Pop Educator certificate. Headphones have arrived for the computer lab.
- e.) Received an additional Wi-Fi Router for 5<sup>th</sup> grade but it may not be connected yet.
- f.) Cyber Patriot – moving on to the next round, which is December 9, 2017.

F.) Athletic

Meg Skulteti

- a.) Basketball is under way with teams formed.
- b.) Following up on fence signs for athletes.
- c.) Cheer received 1<sup>st</sup> Place in The Cheer for Christ Competition.

G.) Faith and Formation Committee

Meg Skulteti

- a.) No Report

H.) Nominating Committee – No Report

I.) Executive Committee – No Report

5.) Staff Reports

A.) Principal's Report

Frank Burns

- a.) Enrollment: K-8<sup>th</sup> Grade is 379 with CDC at 102
- b.) One way during school hours parking lot sign is up at the front entrance of school.
- c.) Currently searching for new janitorial service. 4 bids are out, currently.
- d.) Still awaiting 1 more bid for main door entrance, courtyard gate and alleyway gate.
- e.) 11 St. John/Peter Paul students and 1 faculty member were here for campus cleanup today.
- f.) Portables are going to a local Christian School and they are waiting on funding from their church.
- g.) Catholic Schools Week – Mass has moved from Wednesday to Friday for Grandparents Day/Noon Dismissal.
- h.) CDC playground extension to 2019 and OLPH will need swing set moved, which will cost \$24,000.
- i.) Awaiting our final cost for the new building over the \$1 million from the parish.
- j.) Tile replaces in the Science Lab and cracks in 5<sup>th</sup> grade windows were repaired. Parking spot and signage, and 2 items were met for ADA compliance.

B.) CDC Report

Claudia Ogrin

- a.) Discussed playground extension.

C.) PTC Report

Joseph Hernandez

- a.) Positive comments from not having the haunted house this year at the annual Halloween Carnival.
- b.) Movie Night is on December 1, 2017.

D.) Parish Report

Father Eric

- a.) Father attended a Convocation Retreat and it was right after the shooting in Sutherland Springs. A lot of discussion about safety in the parishes and they are in the process of setting new rules throughout the Archdiocese.
- b.) Illumination Jensen Award (Light of the World) – If we know of anyone to nominate, please let Father Eric know.
- c.) Capital Campaign speech went well this past week for the new Hall.

III. OLD/MISC BUSINESS

- 6.) Many items on the Agenda for Hope for the Future. Please be on the lookout for calendar of events for this fundraiser.

IV. REQUESTS AND ANNOUNCEMENTS

- 7.) Items to be placed on future agenda

Lisa Friesenhahn

A.) December 20th Christmas Party. Prelim Budget Conference Call on December 18, 2017 at noon

V. CLOSING PRAYER

Father Jaime

VI. ADJOURNMENT 8:32pm

Lisa Friesenhahn

VII. EXECUTIVE SESSION

Minutes submitted by Christin Corrigan



Frank Burns, School Principal



Lisa Friesenhahn, School Council President



Christin Corrigan, School Council Secretary